UCPath Template Deep Dives
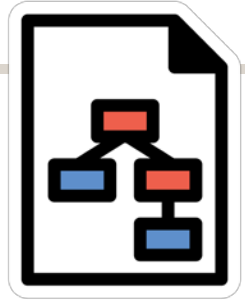## Additional Pay
April 2018

Objectives for Deep Dive Sessions

Focus on:

❑ Discovery and information gathering

❑ Understanding pre-work, post-work and hand-offs

❑ Process improvement

Identifying how UCPath templates, processes and workflow can optimize your business practices

Berkeley | UCPath
UNIVERSITY OF CALIFORNIA

Workflow Approval Routing

- At least one Approver level per template type, up to three levels depending on template
- Transaction is routed to all Approvers at that level with data permissions for that record
- Can optionally add branching by Employee Class groupings
- Workflow routing rules apply to campus as a whole

Approver Capabilities

- Approvers receive an email link to approve transaction in UCPath

- Transaction approval link also appears in Approver's UCPath Worklist

- 1st Level Approver can "approve" or "deny" back to Initiator with comments

- 2nd and 3rd Level Approvers can also "push back" to previous Approver

- Approvers can edit certain fields based on template, but transaction will be routed to another Approver for approval

- Approvers can add Ad Hoc Approvers, with Approver role and data permissions to access record

Berkeley UCPath
UNIVERSITY OF CALIFORNIA

Review Types of Templates

Position Data	Position Funding	TAM	WFA Templates	PayPath Data Changes	Leaves	Additional Pay Final / Off-Cycle Pay	Direct Retro

Berkeley | UCPath
UNIVERSITY OF CALIFORNIA

Deep Dive Sessions

Approach

- Review end-to-end process for business area

- Examine process steps to see where template Initiation and Approval can occur within process

- Review Initiator and Approver roles and knowledge/skills required

- Begin identifying Initiators and Approvers as appropriate for these activities

- Also – Identify and document further business process adaptations and external system changes that could streamline, standardize and optimize future state
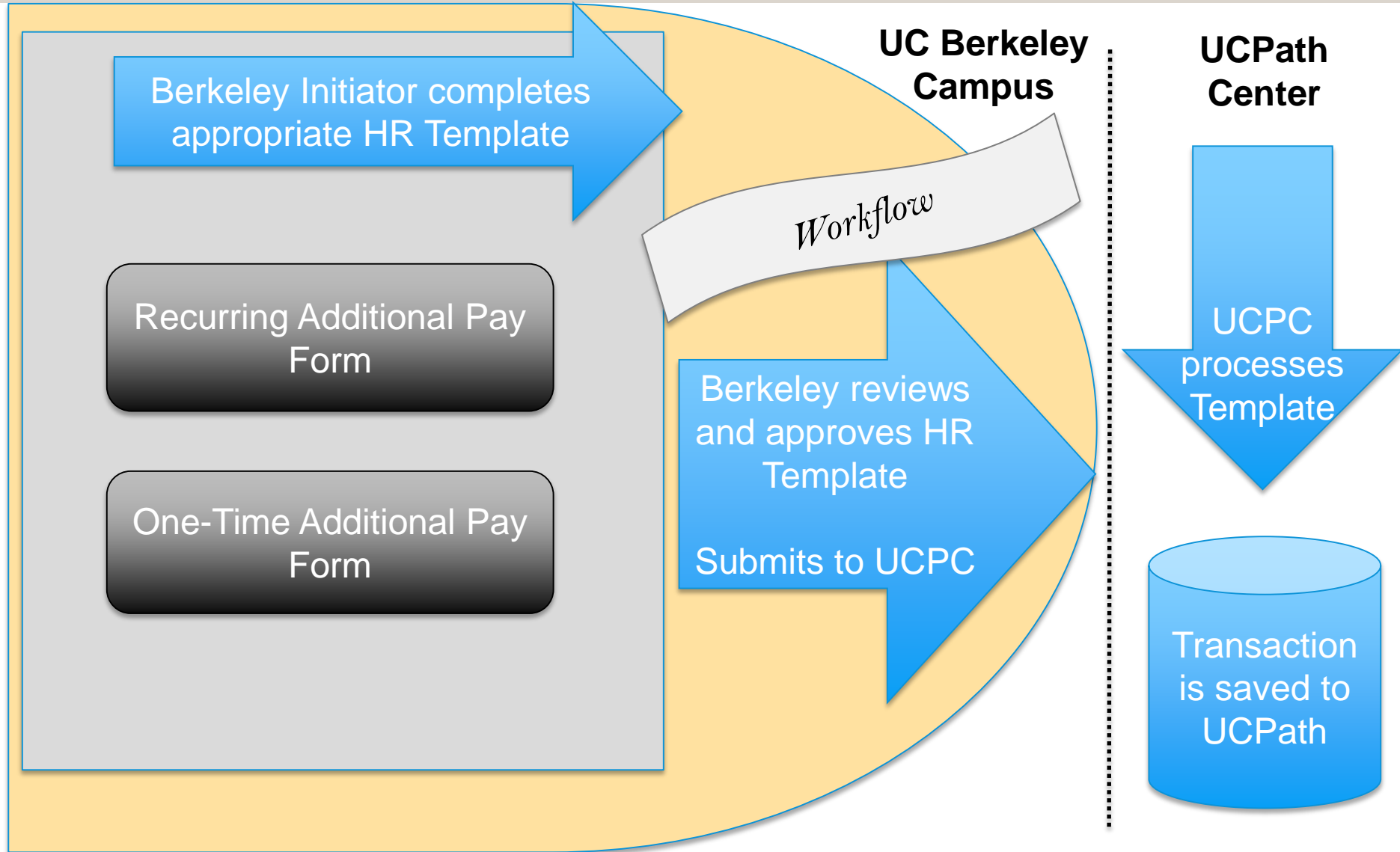
Berkeley UNIVERSITY OF CALIFORNIA | UCPath

Local Business Process Design - Guiding Principles

Sponsor Alignment	• Develop efficiency in end-to-end business process • Use UCPath delivered functionality • Minimize additional cost • Eliminate double data entry
Diverse Campus Stakeholders	• Involve both academics and staff (at multiple levels) • Maintain a customer focus
Disciplined Process	• Ensure implementation focus • Use UCPath delivered templates and approval workflow • Document decisions for clarity and commitment
Openness to Change	• Maintain enterprise-wide perspective • Be open to process and role changes • Be transparent with communications

Berkeley | UCPath
UNIVERSITY OF CALIFORNIA

Additional Pay Overview

- Additional pay is any payment that is in addition to an employee's regular base compensation.

- Additional Pay is separated into two forms: Recurring Additional Pay & One-Time Additional Pay.

- The Recurring Additional Pay form is used for transactions such as stipends and can be submitted as either a flat dollar amount or with a goal balance.

- The One-Time Additional Pay form should be used for transactions such as STAR awards/bonuses, moving expenses, and can only be submitted as a flat dollar amount.

- Recurring Additional Pay can have a different set of approvers than One-Time Additional Pay.

- BYA/BYN individuals will be input into the system as having zero base salary pay; their compensation will be paid using the additional pay forms.

Berkeley | UCPath
UNIVERSITY OF CALIFORNIA

Payroll: Additional Pay

DEMO